



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Administrative Procedures

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Revised July 23, 2010		

COMPUTER USE AND INTERNET ACCESS FOR STUDENTS

Computers are available throughout the District for student use, and in many cases, these computers allow students access to the Internet. Students develop electronic information research skills using these resources which are fundamental skills for the preparation of citizens and future employees. The District goal is to promote educational excellence by facilitating resource sharing, innovation, and communication.

THE INTERNET

The Internet is an electronic highway connecting millions of computers and individuals all over the world. Students may have access to the following:

1. E-mail (electronic mail) - to people in San Antonio and all over the world.
2. WWW (World Wide Web) - Graphical interface to other sites all over the world. Users can read and retrieve resources from thousands of sources worldwide.
3. Public domain software and shareware of all types.
4. University libraries, the Library of Congress, museums, government documents, and databases.

APPROPRIATE USE

The Texas Essential Knowledge and Skills (TEKS) describe the appropriate uses of the Internet. Inappropriate use, including any violation of the conditions and rules stated below, may result in restriction or cancellation of Internet access. Consistent with State and federal education standards, SAISD will determine appropriate use and may restrict access and/or deny, revoke, suspend, or close any user account at any time based upon its determination of inappropriate use by an account holder or user.

ACCESS TO THE INTERNET

The Acceptable Use Policy is printed in the Student/Parent Handbook. There is an acknowledgement page for the Acceptable Use Policy incorporated into the Parent/Student Handbook requiring a parent/guardian signature. This form provides information to the student's parent/guardian and the student regarding privileges and responsibilities.

The principal/designee shall organize a system for establishing Internet access for students and monitoring the student use on the campus. Employees who are assigned the responsibility of monitoring student use to ensure compliance with the usage rules for students shall be subject to disciplinary action if they fail to monitor as directed. The principal/designee shall hold students accountable for compliance with the usage rules and take disciplinary action when warranted.

1. The principal or designee shall ensure that teachers and other staff (i.e., librarian, teacher assistant, etc.) supervising students shall provide appropriate training for students, emphasizing the ethical use of this information resource.
2. Teachers and other staff shall determine which information groups are most applicable to the curricular needs of the District and restrict access to only those groups, as appropriate.
3. Teachers and other staff shall monitor or examine all system activities by the students to ensure proper use of the system. Students shall not be left unsupervised as they access the Internet.

4. Any user identified as a security risk or having a history of inappropriate use of other computer systems may be denied access to the Internet.
5. All users of computer resources shall be aware of the finite capacity of the system and shall abide by any quotas established to ensure availability for all users.

USAGE RULES

Computer resources are electronic tools to enhance student learning. The purpose of using the Internet in our schools is to support research and education by providing access to unique resources and the opportunity of collaborative work. **The rules listed in this section are not all-inclusive, but are only illustrative and representative. Disciplinary action shall be taken for acts of misconduct listed; disciplinary action may be taken for acts of misconduct which are not specifically listed.** All student users of computers and the Internet shall comply with the following rules:

Acceptable Use

1. The use of computer resources must be in support of education and research and consistent with the educational objectives of SAISD.
2. All e-mail accounts shall be used only by the authorized user and sharing an ID or password with any other person is discouraged.
3. All e-mail users shall follow the accepted “*netiquette for e-mail*” which includes, but is not limited to, the following actions:
 - a. Be polite: Users shall not send, or encourage others to send, abusive messages.
 - b. Use appropriate language: Users shall not swear or use vulgarities or other inappropriate language.
 - c. Protect privacy: Users shall be cautious about transmitting credit card numbers, account numbers of any kind, Social Security numbers, home addresses or phone numbers, or any other personal information about themselves or other individuals.

Unacceptable Use

1. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
2. Use for commercial activities or private business is prohibited. Users shall not initiate any purchases through on-line communication.
3. Use for product advertisement or political lobbying is prohibited, except when used for instructional purposes.
4. Deletion, examination, copying, or modification of files and/or data belonging to others without their prior consent is prohibited.
5. Vandalism, defined as any malicious attempt to harm or destroy property or data of another user, is prohibited. This includes, but is not limited to, the uploading or creating of computer viruses, the use of the network to disrupt the use by others, the use of e-mail to disable servers or clog the access lines, and the destruction, modification, or abuse of hardware and software.
6. Creating, accessing, or processing hate mail, harassment, discriminatory remarks, pornographic references or graphics, and other antisocial behaviors are prohibited.
7. Use of computer resources to access or process inappropriate files or files dangerous to the integrity of the network is prohibited.
8. Illegal installation of copyrighted software for use on District computers is prohibited. Copying any copyright-protected material in violation of the copyright law is illegal and prohibited.
9. Plagiarizing material or information from any computer resource, whether from a single program or an Internet resource, is prohibited.

SECURITY AND MONITORING

1. Electronic transmissions and other use of the SAISD system by students shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational purposes.
2. Any violations of the use of computer resources and/or the Internet/SAISD system or any violations of privacy must be reported to the teacher or administrator.

DISCLAIMERS

1. SAISD makes no warranties of any kind, whether expressed or implied, for the service it is providing.
2. SAISD will not be responsible for any damages a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
3. Use of any information obtained via the Internet is at the user's risk. SAISD denies any responsibility for the accuracy or quality of information obtained through its services.
4. Every user is individually responsible for his/her own actions, including, but not limited to, any monetary commitments made through an Internet communication.
5. SAISD does not condone, support, endorse, or authorize the individual actions of users of the District's computer or telecommunication resources.

DISCIPLINARY ACTIONS FOR MISUSE OR INAPPROPRIATE USE

1. **The rules listed in the USAGE RULES section of this procedure and in the *Acceptable Use Policy* [FORM F26-A] are not all-inclusive, but are only illustrative and representative. Disciplinary action shall be taken for acts of misconduct listed; disciplinary action may be taken for acts of misconduct which are not specifically listed.**
2. After thoroughly investigating reported misuse, unacceptable or inappropriate use of the Internet or any other computer resources, the principal/designee shall assign discipline penalties commensurate with the offense in accordance with state law, Board policy, and the *SAISD Student Code of Conduct*. Violations of various Usage Rules are specified in the *SAISD Student Code of Conduct*. Some violations of the rules are unethical and may constitute a criminal offense. The principal/designee shall use discipline management techniques as outlined in the *SAISD Student Code of Conduct*.

STUDENT WEB PUBLISHING

As part of the educational experience district campuses and teachers have websites that are maintained by campus personnel. The development of a campus or teacher web site may include posting of an individual student's work, group photographs, or video of school activity. Permission from a student's parent/legal guardian is required in order to post student work utilizing the ***Publishing Permission Form*** [FORM F26-B].

Attachments: FORM F26-A: *Acceptable Use Policy for Electronic Communications Systems*
FORM F26-B: *Publishing Permission Form*

See these INDEX references for related procedures: computer use - employees

References: Board Policy CQ (LOCAL); CQ (LEGAL); FNC (LOCAL); FO (LOCAL); *SAISD Student Code of Conduct*

Questions regarding this procedure should be addressed to the Assistant Superintendent of Accountability, Technology, and Management Information Systems Department, 1702 North Alamo Street, San Antonio, Texas 78215/ (210) 354-3209.